

## NJ Division of Revenue

---

Normal processing time for Apostilles at the Division of Revenue is 15 days. For an extra fee, this process can be expedited.

To have your completed certificates forwarded directly to the Division of Revenue, submit the following attachments in addition to your certificate request:

**1. Cover Letter**

Submit a cover letter addressed to the Notary Unit stating the number of certificates that require an Apostille or Notary Certification and the countries where the certificates will be presented.

**2. Check or Money Order**

The NJ Division of Revenue charges a base fee of \$25 per certificate, plus an additional \$15 per certificate for expedited processing. A separate check or money order should be made payable to: *Treasurer, State of New Jersey.*

**3. Courier Air Bill (required)**

Submit a completed air bill showing the customer as the sender and bill-to party to be used to forward the certificates to the Division of Revenue.

## Mercer County Clerk

---

The Mercer County Clerk's Office offers Notary Certifications only. There is no expediting service.

To have your completed certificates forwarded directly to the Mercer County Clerk, submit the following attachments in addition to your certificate request:

**1. Check or Money Order**

The Mercer County Clerk's Office charges \$5 per certificate. A separate check or money order should be made payable to: *Mercer County Clerk.*

**2. Courier Air Bill (optional)**

To expedite mailing and to provide tracking capability, you may send a prepaid courier air bill showing the customer as the sender and bill-to party to be used to forward the certificates to the Mercer County Clerk's Office.

## Resources

---

Form F-L3: Certificate of Free Sale Package  
<http://nj.gov/health/forms>

Food and Drug Safety Program  
<http://nj.gov/health/foodanddrugsafety>

NJ Division of Revenue, Apostilles and Certifications  
<http://nj.gov/treasury/revenue/certcomm.htm>

Mercer County Clerk's Office  
<http://www.state.nj.us/counties/mercerc/officials/clerk>



## Guidelines for requesting

- Certificates of Free Sale
- G.M.P. Certificates
- Health Certificates
- Export Certificates
- Sanitary Letters

---

For assistance with regulations, applications and certificates, please contact:

NJ Department of Health and Senior Services  
Food and Drug Safety Program  
P.O. Box 369  
Trenton, NJ 08625-0369

Phone: (609)826-4935  
Fax: (609)826-4990  
Web: <http://nj.gov/health/foodanddrugsafety>

Food and Drug Safety Program

Consumer, Environmental and Occupational Health Service

New Jersey Department of Health and Senior Services

## Certificates of Free Sale

---

A Certificate of Free Sale is defined as a certificate completed and issued by the Department of Health and Senior Services (DHSS) attesting that a specific food, drug, cosmetic or medical device product regulated under Title 24 of the New Jersey Statutes and manufactured, distributed, and offered for sale in this State is labeled in conformance with the applicable food, drug, cosmetic or medical device laws.

Certificates of Free Sale are required by many foreign countries in order to receive food, cosmetic, and drug imports. The certificates certify that a company is in substantial compliance with the State and Federal standards and that the products being exported are equivalent to products marketed domestically in the United States.

## Request for Certificates of Free Sale

---

The following forms and attachments must be included with your request:

- 1. Application Form**  
The first page of form number F-L3 is the application form. One application form may be used to request multiple certificates.
- 2. Certificate of Free Sale**  
The second page of form number F-L3 is the Certificate of Free Sale. Follow the instructions on the application form to fill in the certificate. Each original certificate you submit will be reviewed, signed and notarized by the Department. Each original certificate must be a one-sided, one-page document with a minimum of 8-point Arial font.
- 3. Labels**  
Each product listed on the certificate must be accompanied by a corresponding original label or label graphic as it appears on the product packaging. For bulk ingredients, a Certificate of Analysis is acceptable for each product.
- 4. Return Postage**  
Submit a stamped, self-addressed envelope. To expedite mailing and to provide tracking capability, you may send a prepaid courier air bill showing the customer as the sender and bill-to party.
- 5. Check or Money Order**  
One check or money order may be submitted for multiple certificate requests. Checks or money orders should be made payable to  
*NJ Department of Health and Senior Services.*

## Product GMP, Export & Health Cert.

---

Product GMP, Export, and Health Certificates are written, signed and notarized by DHSS. The following forms and attachments must be included with your request:

- 1. Application Form**  
The first page of form number F-L3 is the application form. One application form may be used to request multiple certificates.
- 2. Product List**  
Include a list of products as you would like them to appear on each certificate. Each certificate can hold a maximum of 25 items at 8-point Arial font.
- 3. Labels**  
Each product listed on the certificate must be accompanied by a corresponding original label or label graphic as it appears on the product packaging. For bulk ingredients, a Certificate of Analysis is acceptable for each product.
- 4. Return Postage**  
Submit a stamped, self-addressed envelope. To expedite mailing and to provide tracking capability, you may send a prepaid courier air bill showing the customer as the sender and bill-to party.
- 5. Check or Money Order**  
One check or money order may be submitted for multiple certificate requests. Checks or money orders should be made payable to  
*NJ Department of Health and Senior Services.*

## General GMP and Sanitation Letters

---

General GMP Certificates and Sanitation Letters are written, signed and notarized by DHSS. The following forms and attachments must be included with your request:

- 1. Application Form**  
The first page of form number F-L3 is the application form. One application form may be used to request multiple certificates.
- 2. Return Postage**  
Submit a stamped, self-addressed envelope. To expedite mailing and to provide tracking capability, you may send a prepaid courier air bill showing the customer as the sender and bill-to party.
- 3. Check or Money Order**  
One check or money order may be submitted for multiple certificate requests. Checks or money orders should be made payable to  
*NJ Department of Health and Senior Services.*

## Submitting Your Certificate Request

---

All requests may be submitted to the Department via US Postal Service at:

**NJ Department of Health and Senior Services  
Food & Drug Safety, CFS Project  
P.O. Box 369  
Trenton, NJ 08625**

Or via courier (UPS, FedEx, DHL) at:

**NJ Department of Health and Senior Services  
Food & Drug Safety, CFS Project  
135 East State St, 3rd Floor  
Trenton, NJ 08608**

This office is not open to the public.

## Frequently Asked Questions

---

### How long is the review process?

Please allow 10 working business days from the time your request is received by DHSS for processing and review. This period does not include processing time for Apostilles and Notary Certifications. DHSS does not offer expedited service.

### Who will sign and notarize my certificate?

All certificates will be signed and notarized by DHSS staff. A Notary Public signature is included with all certificate requests. Do not sign or notarize your own documents.

### What's the difference between a Notary Public signature and an Apostille/Certification?

A Notary Public's signature attests to the identity of the person signing a document. An Apostille or Certification is an additional document that attests to the legal status of the Notary Public. See below for more information.

## Apostilles and Notary Certifications

---

Apostilles and Notary Certifications attest to the legal status of the Notary Public and may be required by some foreign countries as an attachment to a notarized certificate.

There are two offices which offer these services. The NJ Division of Revenue offers Apostilles and Notary Certifications. The Mercer County Clerk's Office offers Notary Certifications only. Upon request, DHSS will forward your completed documents directly to one of these two offices.